



Special Pay and Temporary Assignment Pay Policy

July 29, 2008

The State's compensation system is considered competitive in nearly all job categories and regions of the state. It is also appropriate and legally necessary to pay for extra duties assigned in cases where the employee is clearly working outside his or her job class and/or temporarily assigned duties because of a vacant position.

Policy

The updated policy on pay types is as follows:

1. **Discretionary Pay, often called Exceptional Job Performance Pay (EJP)** is being suspended indefinitely and will not be approved.
2. **All Recruitment/Retention Pay** is being suspended indefinitely and will not be approved.

Departments should work with DAS-HRE to address on-going concerns with pay within certain classifications.

3. **Special Duty Pay or Extraordinary Duty Pay**, which is given when individuals are temporarily assigned work outside their normal job classification. Departments must complete the M-40 document and obtain DAS-HRE approval. These will only be approved in three-month increments. These pays are generally 5% of base pay.

Prior to considering special or extraordinary duty pay, consider these questions:

- A. Is the extra work only for a short time? If so, special or extraordinary duty pay may be appropriate. However, if this is for a period of more than three months other staffing or pay options should be considered.
- B. Are these temporary duties at a higher level than the individual is currently classified? If the duties are at a higher level, special pay may be appropriate. However, if not, and it is additional work at the same level as the person is currently classified, special or extraordinary duty pay is not appropriate.

Extensions beyond three months must be resubmitted for approval.

DAS will be working to combine these two pay types and is currently working on a rule revision.

4. **Advanced appointment rates, lead worker pay and pay for increased credentials** must be requested on an M-40 form will be reviewed and approved by DAS-HRE on a case-by-case basis.
5. **Shift differential, call back, and standby pay** are used in accordance with the provisions of collective bargaining agreements. These do not need approval by DAS-HRE.

Written or verbal offers to new employees or current employees for any special type of pay must not be made without receiving prior approval from DAS-HRE.

Special incentive pay mechanisms established through collective bargaining or through the Iowa Code are not affected by this policy. This includes Lottery incentive pay (IAC 531-1.11), IUP incentive pay (section 11 of the 2007-2009 IUP agreement), and sales bonuses for Iowa Prison Industries (Iowa Code section 904.108(3)).

Questions about this policy should be addressed with your DAS-HRE assigned Personnel Officer or contact Nancy Berggren at 515-281-5064.

DEPARTMENT OF ADMINISTRATIVE SERVICES – HUMAN RESOURCES ENTERPRISE

SPECIAL PAY DEFINITIONS

The following describes when certain special pay actions could occur.

Discretionary payment, otherwise called an Extraordinary Job Performance payment (EJP) – An EJP is a lump sum recognition payment to an employee. It is an amount determined by the appointing authority and is given to an employee for exceptional job performance. It may be given when the employee's current performance far exceeds their assigned job duties, responsibilities, and expectations.

Recruitment payment - A recruitment payment of any amount may be given to an applicant for a position, or to a current employee who is recruited to a different department. The payment is offered because the particular applicant or employee has unique knowledge, skills, and/or abilities needed by the hiring agency. As a condition of receiving a recruitment payment, an applicant/employee must sign an agreement to continue employment with the agency for a period of time commensurate with the payment received.

Retention payment - A retention payment is given to retain a current employee who has unique knowledge, skills, and/or abilities needed by the hiring agency. As a condition of receiving a retention payment, an employee must sign an agreement to continue employment with the agency for a period of time commensurate with the payment received.

Special duty pay – Special duty pay may be given when an employee is temporarily assigned to fill and perform the duties of a higher level vacant position. Employees may receive extra pay up to the maximum of the pay grade of the class to which assigned. The special pay is paid only as long as the temporary duties are assigned.

Extraordinary Duty – Extraordinary duty pay may be given when an employee continues to perform their own job duties as well as being temporarily assigned additional duties that are considered to be at a higher class and pay grade. The employee's total pay may exceed the maximum pay rate for the employee's current job class and may be of any amount. The extra pay shall only be paid as long as the temporary duties are assigned.

Department of Administrative Services - Human Resources Enterprise
Special Pay Summary for FY 2002 through 2nd Quarter FY 2009

Fiscal Year		Recruitment	Retention	EJP	Special Duty	Extraordinary Duty
2002	Number	12	41	95	13	449
	Total	\$43,111	\$259,415	\$165,341	\$17,687	\$544,373
	Average	\$3,595	\$6,327	\$1,740	\$1,360	\$1,212
2003	Number	14	33	90	4	208
	Total	\$71,749	\$258,951	\$143,726	\$1,829	\$443,511
	Average	\$5,124	\$7,847	\$1,596	\$457	\$2,132
2004	Number	12	33	134	4	174
	Total	\$91,791	\$297,826	\$285,265	\$1,900	\$425,657
	Average	\$7,649	\$9,025	\$2,128	\$475	\$2,446
2005	Number	7	27	68	2	128
	Total	\$39,682	\$289,745	\$175,563	\$1,678	\$214,684
	Average	\$5,668	\$10,731	\$2,581	\$839	\$1,677
2006	Number	16	54	118	7	126
	Total	\$49,263	\$263,597	\$182,297	\$13,916	\$342,292
	Average	\$3,078	\$4,881	\$1,544	\$1,988	\$2,716
2007	Number	8	32	40	6	146
	Total	\$23,738	\$235,384	\$79,245	\$13,586	\$406,859
	Average	\$2,967	\$7,356	\$1,981	\$2,264	\$2,787
2008	Number	10	52	52	9	112
	Total	\$43,670	\$314,450	\$95,100	\$32,923	\$295,337
	Average	\$4,367	\$6,047	\$1,829	\$3,658	\$2,637
2009, 1st & 2nd Quarter	Number	1	40	0	7	58
	Total	\$1,248	\$175,889	\$0	\$16,862	\$116,524
	Average	\$1,248	\$4,397	\$0	\$2,409	\$2,009
Special Pays In Effect for Month of January 2009						
Number Receiving		* 1	** 23	0	2	38

* The one recruitment payment will expire on 2-19-09.

** 22 of the 23 retention payments currently in effect will expire on 2-19-09; the other on 8-21-09.